



TRI-MEweb Reference Guide 3

How to Add TRI-MEweb and Add a Facility Profile to an Existing Preparer's CDX Account.

Instructions for preparers who have an existing CDX account but need to add TRI-MEweb

Role: Preparer – Person who will be preparing TRI files for submission but is not authorized to certify.

Requisite: If you previously registered a Central Data Exchange (CDX) account in order to electronically submit your TRI forms using the TRI-ME CD software or for another EPA Report, and you do not see the “TRI-MEweb: Certify Submission” link (Figure 1) in your MyCDX account, you may use your existing CDX account to add the TRI-MEweb application.

Need: Access key and TRI Facility Identification Designator (TRIFID) assigned to your facility’s location.

Instructions on how to add the TRI-MEweb application in your existing CDX account.

1. Go to <http://cdx.epa.gov> to open your CDX account.
2. **Log in** using your CDX user name and password that were used to submit electronically with **TRI-MEdesktop/CD software**.
 - a. If you forgot your password, please contact the **CDX Help desk** to reset it.
3. Upon a successful login, your "MyCDX" page will appear, click the "Edit Current Account Profiles" tab. See Figure 1.

Start



Did you know?

The Central Data Exchange (CDX) is the Web portal to all electronic reporting to EPA?

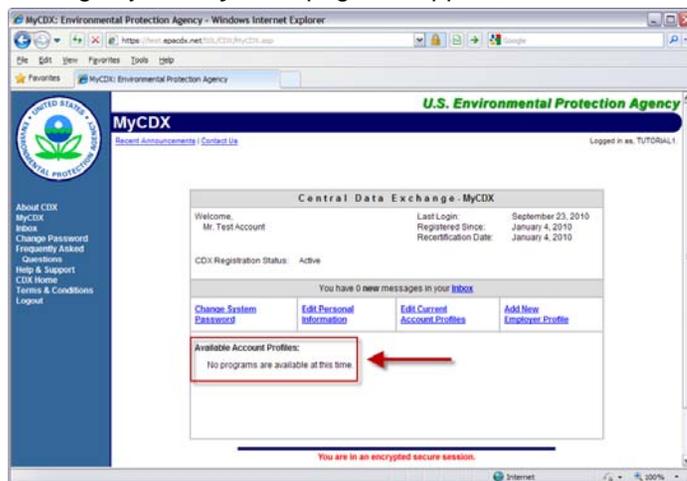


Figure 1: MyCDX account without a TRI-MEweb preparer or certifier role. Observe that there are no links under “Authorized Account Profiles.”



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4. On the "**Edit Organization Profiles**" page, click the "**Add New Program**" link.
5. **Select** the "**Toxic Release Inventory Made Easy Web (TRI-MEweb)**" radio button and click "**ADD**". See Figure 2.

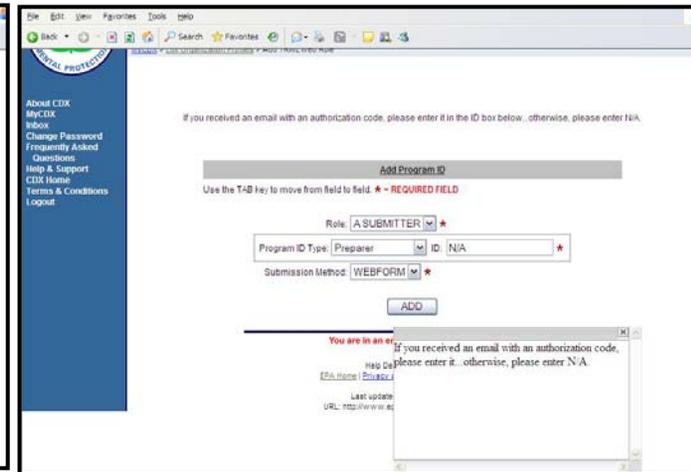
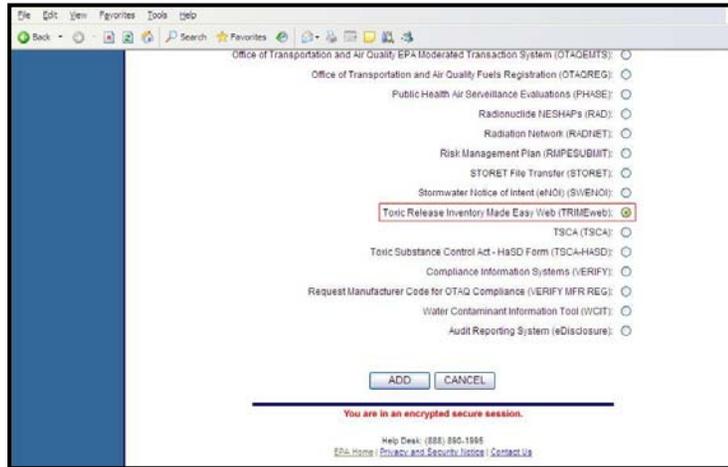


Figure 2: Adding TRI-MEweb to your CDX account.

Figure 3: Adding a preparer role to your MyCDX account.

6. On the "**Add Role**" page, select your Program ID type based on the criteria in Figure 3.
7. Ensure the selected **Program ID type** is "**Preparer**" using the drop down menu.
8. Enter **N/A** in the **ID field** and click "**ADD**".
9. The "**successfully registered**" confirmation page will be displayed. Click "**Finished**" to continue. This will complete your registration as a Preparer for *TRI-MEweb* and you will automatically be redirected to the "**MyCDX**" home page.

Did you know?
TRI-MEweb is one of 59 data flows applications on EPA CDX network.



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10. The "[TRI-MEweb: Prepare Submission](#)" hyperlink will be displayed below the "**Available Account Profiles**" on your **MyCDX** home page. See Figure 4. Make sure your pop-up blocker on your browser is disabled and that the security setting on your Internet browser is enabling TLS encryption.

Note: If you see a broken link when opening *TRI-MEweb* application, you may not have the correct security setting on your browser. If you are using **Internet Explorer**, go the **Tools** menu and select **Internet Options**. On the **Advanced** tab, scroll down to the bottom and make sure the box that says "**Use TLS 1.0**" is checked.

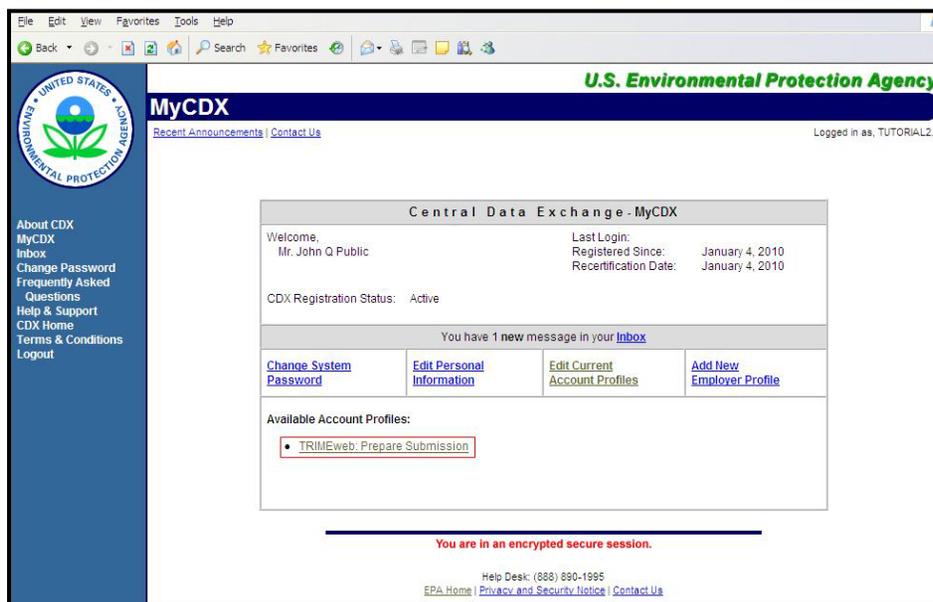


Figure 4: The "[TRI-MEweb: Prepare Submission](#)" link will launch the *TRI-MEweb* application.

11. Click on the "[TRI-MEweb: Prepare Submission](#)" link to open the *TRI-MEweb* application on your Web browser. You have two options to continue, select one that applies to you:

- Has your location reported to TRI in previous years?** If your answer is Yes, go to Step 13, otherwise, if your answer is no, answer the next question.
- Are you uncertain if your location has ever reported to TRI in previous years?** If your answer is Yes, go to step 17.

Did you know?

The preparer role can not certify any TRI forms (only one link is shown in Figure 4). However a certifying official role can do both tasks; prepare and certify forms. They would have two links in the MyCDX web page.



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How to Add TRI-MEweb and Add a Facility Profile to an Existing Preparer's CDX Account.

Option 1: Instructions for gaining access to an existing facility profile in TRI-MEweb.

Option 1

Do you need to access an existing facility profile? If yes, use this section; otherwise, if you need to create a new facility profile go to step 17.

You have successfully opened the TRI-MEweb application from CDX. You are now ready to establish access to an existing facility data profile. TRI reporters may gain access to an existing facility in TRI-MEweb by obtaining the facility's access key. Access keys can be obtained by calling the CDX Helpdesk ((888) 890-1995) or EPA may send the access key to the facility's technical contact in an email from CDX just before TRI-MEweb application is released in January of every year. Upon adding the facility in TRI-MEweb, the reporter may edit facility information, prepare chemical forms, or view the facility's submission history.

Did you know?

You can sort the table on the Welcome page by clicking on the name of each column in order to determine if your facility is listed already.

The screenshot shows the 'Welcome' page of the TRI-MEweb application. At the top, it says 'Logged in as: TUTORIAL1'. Below the navigation bar, there is a 'Welcome to our web-based reporting tool!' message. A table lists facilities with columns for TRIFID, Facility Name, RY2009 Forms Status, Certifier Identified?, and E-ISA Status. A 'Manage List' button is located above the table. A red arrow points to the 'Manage List' button.

TRIFID	Facility Name	RY2009 Forms Status	Certifier Identified?	E-ISA Status
2322VTSYFC2833	Chemicals Inc 123 Test Lane Beckley, WV 26003	2 certified and sent to EPA. 7 submitted, certification required. 4 in progress	Yes	ESA Received - Ready to Certify
4522VCHICL81ELM	123 Chemicals Inc 81 Elm St Springfield, VA 45221	1 in progress	Yes	No ESA - Not Ready to Certify

Figure 5: View list of facilities on your account. Click the "Manage List" icon to add any missing facilities to your TRI-MEweb account.

The screenshot shows the 'My List of Facilities' page. It features a 'Tutorial Available!' section and a table of facilities. A red arrow points to an 'Add' button located below the table. The table has columns for Access Key, TRIFID, Facility Name, Certifier Identified?, E-ISA Status, and Number of Users with Access.

Access Key	TRIFID	Facility Name	Certifier Identified?	E-ISA Status	Number of Users with Access
T712C886	2322VTSYFC2833	Chemicals Inc 123 Test Lane Beckley, WV 26003	Yes	ESA Received - Ready to Certify	7 View/update users
TE2E74F-	4522VCHICL81ELM	123 Chemicals Inc	Yes	No ESA - Not Ready to Certify	1 View/update users

Figure 6: Click "Add" to load an unlisted facility data profile.

11. From the "Welcome" page, click the **Manage List** button above the table listing of facilities as shown in Figure 5.
12. Next, click the **Add** button on the "My List of Facilities" page as shown in Figure 6.



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How to Add TRI-MEweb and Add a Facility Profile to an Existing Preparer's CDX Account.

Option 1: Instructions for gaining access to an existing facility profile in TRI-MEweb. (cont.)

Figure 7: Select option 2 if you have the access key for the unlisted facility. Enter key in text field shown in box.

Figure 8: Verify that your facility location is correct.

Did you know?

If you are uncertain or could not find the access key assigned to your facility's location, please call the CDX helpdesk at (888) 890-1995 to obtain the access key for unlisted facility.

- Next, select the radio button beside **Option 2** and enter your facility's access key in the **Access Key** field on the **"Enter Facility's Access Information"** page as shown in Figure 7. Then, click the **next** button.
- Next, select the appropriate radio button as shown in Figure 8. If the facility information shown is correct, choose the **Yes** radio button. Go to step 16.
- However, if the facility information shown does not correspond to your facility, choose the **No** radio button. Then, click the **next** button. If needed, call the CDX Helpdesk for assistance to obtain your correct access key.



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How to Add TRI-MEweb and Add a Facility Profile to an Existing Preparer's CDX Account.

Option 1: Instructions for gaining access to an existing facility profile in TRI-MEweb. (cont.)

16. If you specified that the facility's information was correct, you will be directed to the "Access Granted" page as shown in **Figure 9**. You have now been granted access to the facility and may begin editing facility information, preparing chemical forms, or viewing submission history. You may also proceed to add a new certifying official or preparer to access your facility profile.

Useful Tip

If you are a new TRI facility and have been issued an access key and a TRIFID, please print and store this information for the next reporting year.

Begin
Preparing your
TRI Forms

TRI-MEweb Application - Windows Internet Explorer
Logged in as: TUTORIAL1

TRI-MEWEB

Welcome | My Facilities | Prepare | Validate | Submit

My Facilities

Access Granted

Your facility has been successfully added to the TRI-MEweb system and it has been assigned the TRIFID displayed below. Your user account has also been granted access to this facility. Other TRI-MEweb users may gain access to this facility with the following Access Key: T712C9B6.

Please note this Access Key and share it only with individuals who you would like to have access to this facility's data in TRI-MEweb. EPA has granted your TRI-MEweb user account access to the following TRI facility:

Access Key: T712C9B6
TRIFID: 2891VCHMCL9772
Facility: Chemical Manufacturing Co; 9772 Industry Blvd, Springfield, VA 28911

The following table lists all TRI-MEweb users that currently have access to this facility's data.

TRI-MEweb Users With Access To This Facility:

Alert! One or more of your certifying officials does not appear to have completed the CDX registration and/or Electronic Signature Agreement (ESA) process. Click the "check status" link to obtain the current status of your certifying official's account.

The certifier status below was last updated on 11/08/2010 01:48PM EST; [check status](#)

Name	Email Address	Certifier?	ESA Status	Access Notes
Mr. Test Account	newemail@noemailaddress.com	Yes	No ESA - Not Ready to Certify	Entered TRIFID on 11/08/2010 01:56 PM

Please make a selection below:

I would like to identify an individual as a certifying official for this facility.

I do not want to identify a certifying official for this facility at this time.

back take me to next

Go to Form View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions \(PDF\)](#) | TRI-MEweb Version RY2009 02.1

Figure 9: If access is granted your existing facility profile, you, as the preparer, will be able to view the name of who has access to your account in the table shown here.



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How to Add TRI-MEweb and Add a Facility Profile to an Existing Preparer's CDX Account.

Option 2: Instructions for creating a new facility profile in TRI-MEweb.

Option 2:

Do you need to create new facility profile? Use this section.

TRI reporters may create a new facility in TRI-MEweb if the facility does not already exist. Upon creating the facility in TRI-MEweb, the reporter may begin preparing chemical forms.

Did you know?

You can sort the table on the Welcome page by clicking on the name of each column in order to determine if your facility is listed already.

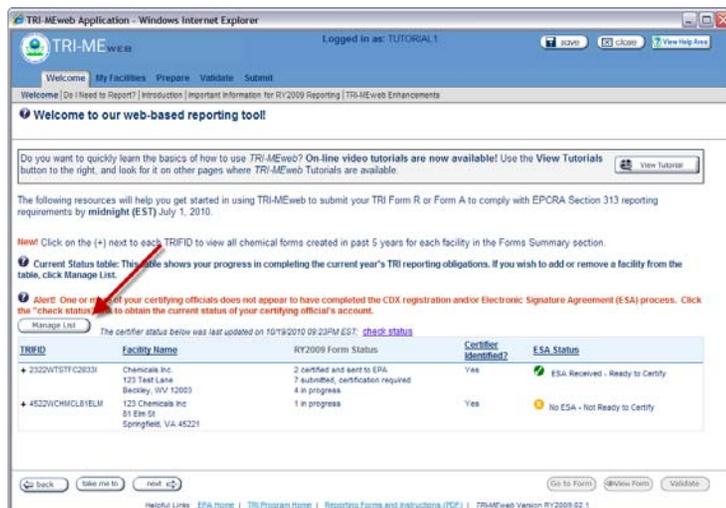


Figure 10: View list of facilities on your account. Click the "Manage List" icon to add any missing facilities to your TRI-MEweb account.

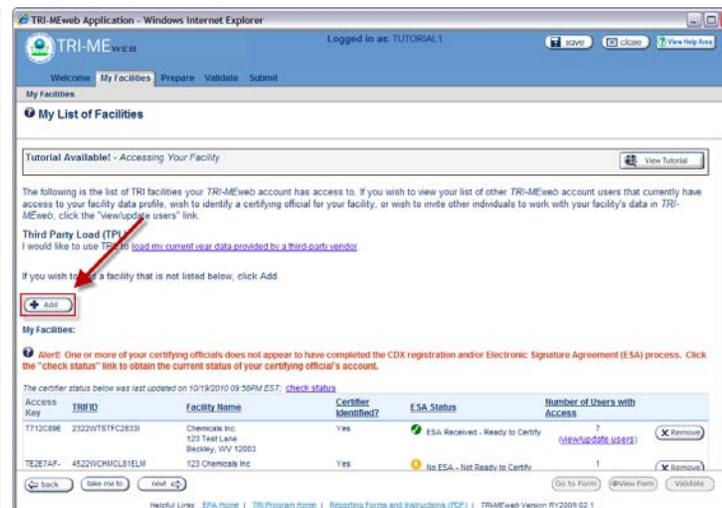


Figure 11: Click "Add" to load an unlisted facility data profile.

17. From the "Welcome" page, click the **Manage List** button above the table listing of facilities as shown in Figure 10.
18. Next, click the **Add** button on the "My List of Facilities" page as shown in Figure 11.



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How to Add TRI-MEweb and Add a Facility Profile to an Existing Preparer's CDX Account.

Option 2: Instructions for creating a new facility profile in TRI-MEweb. (cont.)

TRI-MEweb Application - Windows Internet Explorer
Logged in as: TUTORIAL1

Welcome | My Facilities | Prepare | Validate | Submit

My Facilities

Enter Facility's Access Information

Tutorial Available! - Accessing Your Facility [View Tutorial](#)

Before you can begin to work on your facility's TRI reports, you must gain access to your facility's data. Please select an access option, provide the requested data, and click **Next**. If your facility last reported in Reporting Year 2004 (or a prior reporting year), contact the TRI Data Processing Center (phone: 703-227-7544) so they can create an Access Key for your facility.

Option 1: Enter your TRIFID and the following two items from a prior year's TRI Form for this facility:

TRI Facility ID:
Technical Contact Name:
Technical Contact Phone Number:

Option 2: Enter your facility's Access Key

Access Key:

Option 3: I will be submitting reports for a facility that has not previously submitted TRI data

[back](#) [take me to](#) [next](#) [Go to Form](#) [@Work Form](#) [Validate](#)

Helpful Links | EPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2009 02 1

Figure 12: Select option 3 if you are uncertain if your facility has reported in prior years or do not have their access key.

TRI-MEweb Application - Windows Internet Explorer
Logged in as: TUTORIAL1

Welcome | My Facilities | Prepare | Validate | Submit

My Facilities

Request a TRIFID

New Facility; Change of Address

STEP 1 of 2. If your facility has submitted a Form R or Form A in any prior reporting year, a TRI Facility Identification Number (TRIFID) has already been assigned to your facility and you should not request a TRIFID. If you have questions regarding your facility's TRIFID, please contact the CDX Help Desk toll free at 1-888-890-1995 (or via e-mail: helpdesk@epa.gov), your Regional TRI Program representative, or utilize [EPA contacts](#) to look up your TRIFID.

The TRIFID is established when the first TRI report is submitted by a facility at a particular location. The TRIFID is then retained by the facility even if the facility changes name, ownership, production processes, SIC or NAICS codes, etc. A company that moves to a location previously assigned a TRIFID should use the TRIFID originally assigned to that location. Establishments of a facility that report separately should all use the same TRIFID assigned to the facility. You should only request a TRIFID below if 1) this is the first time your facility has ever reported to TRI or 2) there has been a change in physical address (i.e., street address) at your facility.

To request a TRIFID, first enter your facility name and location information below and click **Next**.

Facility Name:

Address:

City: State: Zip:

County:

Federal Facility?

[back](#) [take me to](#) [next](#) [Go to Form](#) [@Work Form](#) [Validate](#)

Helpful Links | EPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2009 02 1

Figure 13: Enter your new facility location information.

Did you know?

You can sort the table on the Welcome page by clicking on the name of each column in order to determine if your facility is listed already.

- Next, select the radio button beside the third option on the “Enter Facility’s Access Information” page as shown in Figure 12. Then, click the **next** button.
- Next, enter your facility’s information on the “Request a TRIFID” page as shown in Figure 13. Then, click the **next** button.



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Option 2: Instructions for creating a new facility profile in TRI-MEweb. (cont.)

Useful Tip

Facility names can change over time, but TRIFIDs never changes. Facility names can change if ownership has changed. TRIFIDs, in contrast, are assigned to the physical location.

Select	TRIFID	Facility Name	Street	City	State	Zip
<input type="radio"/>	2201W7STFKTESTA	test fat	test addr	fairfax	VA	22011
<input type="radio"/>	2201W7STSCRESTS	test schedule again	test str	fairfax	VA	22011
<input checked="" type="radio"/>	2201W7STSCBETH	test schedule data	bethesda street	bethesda	MD	22011
<input type="radio"/>	2201W7STSCNEWST	test schedule data1	new street	fairfax	VA	22011

Figure 14: Verify that a TRIFID doesn't already exist for your facility location (facility names can be edited later)

Name	Email Address	Certifier?	ESA Status	Access Notes
Test Account	ALPHAVSR@HOEMAILADDRESS.COM	Yes	No ESA - Not Ready to Certify	Entered TRIFID on 10/19/2010 10:42 PM

Figure 15: TRI-MEweb has created your access key and your TRIFID. Please print and save for future use.

1

2

20. Next, verify that your facility does not already exist in TRI-MEweb by reviewing the list of facilities that may be presented on the “**Confirm New TRIFID Request**” page as shown in Figure 14.

2

a. If you do locate your facility in the list, select the corresponding radio button and click the **next** button. Go to **step 22**.

1

b. However, if your facility location is not presented in the list or no list is displayed, simply confirm the new facility's information and click the **next** button without selecting a radio button.

Begin
Preparing your
TRI Forms

21. You have proceeded without selecting an existing facility. You will be directed to the “**Access Granted**” page as shown in Figure 15. You have now been granted access to the facility profile and may begin preparing chemical forms. **You are ready to begin your TRI forms!**



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Option 2: Instructions for creating a new facility profile in TRI-MEweb. (cont.)

Avoid creating duplicate records!

It is very important that you do not create a duplicate record with two distinct TRIFIDs for the same facility location. Verify that a TRIFID has not already been assigned to your location. Other wise a "Notice of Data Change" notification will appear in your electronic Facility Data Profile (EFDP).

Begin Preparing your TRI Forms

Figure 16: Enter the Technical Contact name and phone number from your prior year TRI form to load your facility profile into TRI-MEweb.

Figure 17: Confirm the facility information of record found by TRI-MEweb.

22. You have selected an existing facility. You will need to enter the Technical Contact's Name and Phone Number on the "Enter Facility's Access Information" page as it was reported on a **prior year's TRI Form** for the corresponding facility as shown in 16. Then, click the **next** button.

23. Next, confirm the facility's information and click the **next** button as shown in Figure 17. **You are ready to begin your TRI forms!**